

Leigh Park Community Centre – Hire Agreement

Hirer Name:		Telephone Number:			
Address:				Postcode:	
Email Address:					
<i>Note: Person signing must be 21 years of age or over. A responsible adult (over 21 years) must be present throughout the period of hiring. Under no circumstances is alcohol to be consumed by any person less than 18 years of age.</i>					
Booking of Community Centre for: (give details i.e. birthday party, conference etc)					
Date(s) Required:		Time Required:	From:	To:	Total Hours Required:
Do you require a cleaner? (This includes, cleaning of halls hired, kitchen and putting away of tables and chairs)				Yes <input type="checkbox"/> No <input type="checkbox"/>	£50 Fee
Do you require rubbish disposal? (Rubbish <u>must not</u> be left onsite. If rubbish is found anywhere onsite you will be sent an additional invoice for disposal after your event)				Yes <input type="checkbox"/> No <input type="checkbox"/>	£25 Fee
Do you require a staffed licenced bar? Not available for children's parties. No alcohol must be bought onsite without the permission of the Trustees with an additional fee payable. Free service with a minimum of 50 guests, if less than 50 guests a chargeable fee of £50 will be charged.			Yes <input type="checkbox"/> No <input type="checkbox"/> of guests attending? _____ What time will guests arrive from? _____ AM / PM	£50 fee <input type="checkbox"/>	
Would you like to sign up to our events email list? Your details for this booking or events will not be passed onto any 3 rd parties – General Data Protection Rules are displayed in the foyer, website & can be emailed upon request				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Areas required:	Hall A <input type="checkbox"/> Weekend one off event rate £20.00ph	Hall A <input type="checkbox"/> Weekday £25.00ph	Hall B <input type="checkbox"/> Weekend one off event rate £16.00ph	Hall B <input type="checkbox"/> Weekday £18.00ph	
Total cost of hire:	£				
Full payment is due with booking. Please return this form to:		Bookings, Leigh Park Community Centre, Leigh Park Way, Westbury BA13 3FN. Or email: office@lpcwestbury.org.uk			
Payment Methods:					
Cash <input type="checkbox"/>	BACS <input type="checkbox"/> (use surname & date of booking as reference) Account No: 79699715 Sort Code 55-70-31	Debit/Credit Card <input type="checkbox"/> <i>Via the office only, please note we are unable to take card payments over the telephone or by email</i>			
Notes:					
I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement. Conditions of hire are available for reading in the foyer, by email request to office@lpcwestbury.org.uk or found online at www.lpcwestbury.org.uk . All rubbish must be taken with you, a fee of £25 will be charged for any rubbish left anywhere onsite. By signing below, you have read and agree to the conditions of hire.					
Signature of hirer as named above:				Date:	
Please note that the main kitchen is no longer available for public use due to the expansion of our catering and coffee shop facilities. A kitchenette is available for communal use and can be found next to the disabled facilities.					
Under Insurance rules, if this hiring is for Commercial Purposes, then the Hirer must ensure at least £5m (million) of Public Liability cover.					

For Office Use Only	Amount of cash received:	£	Date
INVOICE NO:	Card payment taken:	£	Date
	BACS payment received:	£	Date